

EXHIBIT A

SCOPE OF WORK

REGIONAL RECLAIMED WATER COMPREHENSIVE PLAN DEVELOPMENT RFP No. P00038P07

The range of Consultant services required to complete tasks identified in the Scope of Work include:

- Project Management
- Communications/Stakeholder Relations
- System and Operational Analytical Services
- Economic and Financial Services
- Washington State Environmental Policy Act (SEPA) Services

Work for this project will be phased as follows:

- Phase 1: Draft Reclaimed Water Comprehensive Plan Development (anticipated start and completion date – 6/30/08 and 6/30/10, respectively)
- Phase 2: Final Reclaimed Water Comprehensive Plan Development (anticipated start and completion date – 7/1/10 and 7/1/11, respectively)

The Consultant tasks and deliverables outlined in this scope of work are inputs to the Regional Reclaimed Water Comprehensive Plan (Plan). Integration of Consultant deliverables with other County prepared work products needed to complete the Draft and Final Plan is the responsibility of the County. The Plan will be completed in two phases. Phase 1 will consist of the tasks related to draft Plan and draft SEPA and environmental impact statement development. Phase 2 will consist of tasks related to finalizing both the Plan and environmental impact statement. The deadline for completing Phase 1 is June 30, 2010. The deadline for completing Phase 2 is July 1, 2011. The initial Contract will be for Phase 1, development of the Draft Regional Reclaimed Water Comprehensive Plan and Draft Environmental Impact Statement.

The Scope of Work presented herein addresses Phase 1 only. The intent of the Phase 1 Scope of Work is to provide Consultant services to the County as it develops a Draft Regional Reclaimed Water Comprehensive Plan. Phase 2 would consist of similar tasks as the County develops a Final Regional Reclaimed Water Comprehensive Plan. No Phase 2 scope of work or services are included herein. A detailed Phase 2 scope of work may be developed in the future at the County's option and as agreed by the County and the Consultant. The County reserves the right to let the Agreement expire at the completion of Phase 1 and to select another consultant to perform the additional work.

The Scope of Work details a number of project meetings and workshops. Consultant staff will attend and participate in project meetings and workshops only as appropriate to their project involvement, experience, and expertise as determined by the Consultant and County Project Representative. Consultant staff involvement for meetings and workshops will be limited consistent with the labor hours, staffing, and costs summarized in the associated project level of effort detail estimate and with due consideration to overall hours allocated for project involvement given other scope of work elements. Neither the Consultant Project Manager nor

any other members of the Consultant team will be expected to attend or participate in each and every project meeting or workshop.

The Scope of Work details Consultant production of a number of written documents. Project documents will be generated and distributed electronically whenever possible. Production and reproduction of hard copy paper documents by the Consultant will be kept to a minimum for incidental internal project document production only. No external production or reproduction of documents by the Consultant is included in this Scope of Work.

Where the County provides review comments to the Consultant regarding draft deliverables, the County will be responsible for coordinating and summarizing comments to ensure internal consistency, eliminate and resolve any conflicting comments, and provide clear direction to the Consultant regarding all desired revisions.

Task 100 – Project Management and Administration

Task 100 includes Consultant work related to the management, administration and coordination of all Consultant work scope activities for this contract. Specific work scope activities are outlined in the subtasks below.

Subtask 110 – Project Management Plan

The Consultant will prepare a draft and final Project Management Plan. The Plan will include elements necessary to respond to the County approved work scope of this project in the form of a work breakdown structure (WBS); task schedules showing critical milestones, meetings and deliverables using MS Project; cost estimate, proposed staff for each task, quality assurance program summary; communication protocols; invoicing requirements; Project procedures, such as filing systems, charge numbers and document format. Following receipt of review comments from the County on the draft Project Management Plan, the Consultant will prepare and submit a final Project Management Plan for final County review and approval, and will distribute the County approved plan to all subconsultants. The Project Management Plan will be updated as needed throughout the project. Updates to the Project Management Plan will occur only when a change to scope, schedule, or budget is approved by the County Project Representative. At the time of approval the County Project Representative will direct the Consultant to update the project management plan.

Subtask 110 Deliverables

1. Draft and Final Project Management Plan.
2. Updates (up to 2) to the Final Project Management Plan as needed at the direction of the County Project Representative.

Subtask 120 – Project Initiation Workshop

The Consultant will conduct one project initiation workshop, scheduled for four hours, which will include key team members to discuss the project plan and execution. The workshop will be held at the King County, Wastewater Treatment Division (WTD) main office at 201 South Jackson St., Seattle, Washington, though certain team members may attend via telephone conference. The purpose of the workshop will be to review the information presented in the Project Management Plan including project key issues, activities, and challenges. The workshop will also review key milestones and project schedule. The Consultant will prepare the workshop agenda and workshop notes. Workshop notes will be submitted to the County within five working days after the Project Initiation Workshop completion.

Subtask 120 Deliverables

1. Meeting agendas, handouts (for 25 people), notes and summary for Project Initiation Workshop.

Subtask 130 – Progress Meetings

The Consultant will schedule and conduct weekly progress meetings as needed, and generally at least twice per month, with County staff. Up to 70 meetings total are planned for the project duration. Progress meetings will be scheduled for up to two hours, but will vary in length such that they average no more than one hour each over the course of the project. The meetings will be attended by the County Project Representative, selected County project team members and Consultant Project Manager accompanied by selected members of the Consultant team as needed for discussion of task items in progress. Progress meetings may also be attended by local agency representatives for the project areas as needed.

Progress meetings shall be held as necessary and appropriate depending upon project tasks underway, to track time and budget, work elements accomplished, work items planned for the next period, scope changes, and to establish and maintain a log of decisions and time and budget needed to complete specified portions of the project. The Consultant will prepare agendas as appropriate and needed in advance of project management meetings, and will submit meeting minutes within five working days of each meeting summarizing key discussions and identifying action items that have been resolved and open items which require a response by a specific Consultant team member, the County, or others. Progress meetings will be held at the King County WTD main office at 201 South Jackson St., Seattle, Washington, via telephone conference, or at locations as agreed and established by the Consultant and the County Project Representative.

Subtask 130 Deliverables

1. Meeting agendas, minutes and action items for weekly progress meetings.

Subtask 140 – Monthly Progress Reports

The Consultant will submit a progress report with each monthly invoice to the County by the 10th of each month, or other mutually agreed-upon date. Monthly progress reports will use the Earned Value Management technique to summarize all work and include Cost Variance Percentage (CVP) and Schedule Variance Percentage (SVP) for each month. Each monthly progress report should have a cumulative CVP and SVP plot that graphs all previous months. A 50/50 earning rule will be applied to determine “percent complete” for each task. In addition the report will include work completed for prior month, schedule of work for the next month, identification of issues which impact scope, schedule, budget and proposed means to address critical issues. The report shall also contain a summary of costs to date and budget remaining for all subtasks. The report should not exceed 2 pages.

Subtask 140 Deliverables

1. 24 Monthly progress reports.

Task 200 – Communications/Stakeholder Relations

Task 200 includes Consultant work related to communicating with stakeholders that have an interest in reclaimed water.

Subtask 210 – Review and Advise Public Involvement Plan

The County will prepare a public involvement plan for the reclaimed water planning process. The public involvement plan will include strategies for identifying key stakeholders, processes

for communicating with them, and a proposed process for establishing and working with regional leaders and/or stakeholders to draft the regional reclaimed water comprehensive plan. The public involvement plan will also include strategies for informing and educating the public about reclaimed water. The public involvement plan will be implemented by the County throughout the approximately two and a half-year process to develop a regional reclaimed water comprehensive plan.

The Consultant will review the public involvement plan to determine if it is complete and will help support productive participation of stakeholders in the drafting of a reclaimed water comprehensive plan. Where necessary, the Consultant will provide advice on strategies and processes identified in the public involvement plan. The County will consider advice given and revise the public involvement plan as it deems necessary.

Subtask 210 Deliverables

1. Written comments and recommendations on the Public Involvement Plan.
2. A one to two hour strategy session on Public Involvement Plan review comments and recommendations.

Subtask 220 – Reclaimed Water Stakeholder Discussions

County staff will conduct discussions with approximately 25 reclaimed water stakeholder entities that may have an interest in the future of reclaimed water. Although approximately 25 organizations will be contacted initially, up to 75-100 total interviews may be conducted. The Consultant will propose methods of communication and discussion content.

Subtask 220 Deliverables

1. Comments and recommendations on methods and content for selected discussions.
2. Participation in up to ten (10) one to two hour meetings to discuss strategy and content for selected discussions.

Subtask 230 – Reclaimed Water Stakeholder Workshop Facilitation

Facilitate up to four workshops with reclaimed water stakeholders through the Reclaimed Water Comprehensive Plan development process. These workshops will be designed to share information about technical work underway, determine regional priorities for reclaimed water, understand the broad context of supply, potential customers, and other potential uses, and to generally enable stakeholders to influence and contribute to the planning effort. The Consultant will support County preparation of an overview presentation and discussion topics tailored for each workshop. The Consultant will lead discussions at workshops following the topics and associated County prepared documents.

Subtask 230 Deliverables:

1. Stakeholder workshop preparation, facilitation, and written workshop summary minutes documentation for up to four workshops with reclaimed water stakeholders.

Task 300 – System and Operational Analytical Services

Using input from reclaimed water stakeholders and review of existing information by the County will identify the range of potential reclaimed water uses across the County that will be used for analyzing system design and operational issues related to producing and distributing reclaimed water, and for maintaining efficient operation of the regional wastewater system. The County

will group identified reclaimed water uses into 3 to 5 option areas¹ for analysis, identify the reclaimed water treatment standard that would be necessary to meet the identified uses; and will provide the following information for each option area to be analyzed:

- A geographic boundary and required GIS mapping, figures, and databases that contain spatial and tabular data for each option area
- Uses of reclaimed water that will likely range from irrigation and industrial process water to groundwater recharge, wetlands enhancement, and stream flow augmentation
- Estimated volumes of reclaimed water that can be produced for the identified uses within each option area
- Estimates of when the reclaimed water could be produced (seasonality)
- Projections of wet weather and dry weather wastewater flow availability within the regional conveyance system in the vicinity of each geographic area, and the regional conveyance and treatment system as a whole.

An additional “no action” alternative that does not expand the County’s reclaimed water program beyond what is currently under development will also be considered.

Based on the information provided above, Task 300 includes Consultant work to identify and evaluate the feasibility of alternatives to produce the estimated volumes of reclaimed water for each option area, and for all option areas collectively.

All information utilized will be either provided by the County, or be readily and publicly available. No field investigations, site visits, or site work to gather or collect data or information are included in this Scope of Work. The County will work with the Consultant to facilitate, coordinate, and provide for the acquisition of needed data and information.

Subtask 310 –Analysis of Identified Reclaimed Water Uses for Wetland Enhancement, Groundwater Recharge, and Stream Flow Augmentation

Where any of the 3 to 5 option areas for water reuse include reintroduction of reclaimed water into the natural environment via wetlands enhancement, groundwater recharge, stream flow augmentation, or other such means, the Consultant will investigate physical conditions that exist in the area that may allow for or create challenges for implementing such uses. The investigation should include a review of soil conditions, information about groundwater tables and quality, a review of existing and available wetlands information, and a review of existing and available surface water quality information in the area. Results of the investigation will be documented in draft and final technical memorandum. Final technical memorandum will be submitted to the County no later than 25 working days after the Consultant receives County comments on the draft.

Subtask 310 Deliverables:

1. Draft and final technical memorandum summarizing findings and results of analysis of identified reclaimed water uses for wetland enhancement, groundwater recharge, and stream flow augmentation.

Subtask 320 – Estimate Reclaimed Water Volumes

It is anticipated that some but not all volume estimates for reclaimed water will be identified by stakeholders during the input process described in Task 200. The Consultant will work with the County to develop volume estimates for those uses where there are no known volumes. The

¹ Option areas will likely consist of a number identified water reuses and volume estimates within an identified geographical sub-region of the County.

Consultant will also work with the County to review, confirm, and revise as necessary those volume estimates provided by stakeholders. The volume estimates developed in this Subtask will be used for all future analyses in this Scope of Work. Volume estimates will be documented in draft and final technical memorandum. Final technical memorandum will be submitted to the County no later than 25 working days after the Consultant receives the County comments on the draft.

Subtask 320 Deliverables:

1. Draft and final technical memorandum presenting volume estimates for reclaimed water use including calculations and assumptions made.

Subtask 330 – Development of Reclaimed Water Treatment and Distribution Alternatives

The Consultant will develop alternative configurations for producing and distributing estimated volumes of reclaimed water for each of the 3 to 5 option areas. At a minimum, alternative configurations will include:

- Centralized treatment and regional conveyance via the South, West Point, Brightwater, and/or Carnation treatment plants. The alternative must identify:
 - Necessary upgrades to the treatment plants to produce various classes and estimated volumes of reclaimed water for identified uses within each of the 3 to 5 option areas
 - Any on-site limitations (e.g. space constraints, solids handling, etc.) – both currently, and after planned future expansion
 - Planning-level Delivery Route(s)
 - pipe diameters and lengths for conveyance and local distribution
 - pumping needs
 - opportunities to locate pipes alongside existing force mains and interceptors
 - identification of available Right-of-Way (ROW) and ROW ownership
 - Capital and operating cost estimates:
 - water reclamation equipment and solids handling
 - operations and maintenance lifetime costs
- Conveyance of secondary treated effluent from the South, West Point, and Brightwater treatment plants with localized polishing plants to produce reclaimed water. The alternative must identify:
 - The most appropriate treatment technology to produce various classes and estimated volumes of reclaimed water for identified uses within each of the 3 to 5 option areas.
 - Possible polishing plant locations and capacities within each option area
 - Any necessary modifications to the regional treatment plants to distribute effluent
 - Any on-site limitations (e.g. space constraints, solids handling, etc.) – both currently, and after planned future expansion
 - Planning-level Delivery Route(s)
 - pipe diameters and lengths for conveyance and local distribution
 - pumping needs
 - opportunities to locate pipes alongside existing force mains and interceptors
 - identification of available ROW and ROW ownership
 - Capital and operating cost estimates:
 - polishing plants and solids handling
 - operations and maintenance lifetime costs
- Satellite treatment plants located within the option areas to treat and distribute locally generated wastewater:

- Identify the most appropriate treatment technology to produce various classes and estimated volumes of reclaimed water for identified uses within each of the 3 to 5 option areas.
- Identify possible satellite treatment plant locations, capacities and distribution network
- Planning-level Distribution Networks
 - pipe diameters and lengths for local distribution
 - pumping needs
 - opportunities to locate pipes alongside existing force mains and interceptors
 - identification of available ROW and ROW ownership
- Capital and operating cost estimates:
 - water reclamation equipment at satellite treatment plants and biosolids handling facilities
 - operations and maintenance lifetime costs

The County will estimate the capital and annual operations and maintenance costs of all piping, conveyance, pumping, transmission, and distribution infrastructure, and storage facilities, consistent with County information, cost planning, and cost models. The Consultant will estimate the capital and annual operations and maintenance costs for treatment upgrades and systems consistent with County provided information, cost planning, and cost models. Alternative configurations will be documented in draft and final technical memorandum. Final technical memorandum will be submitted to the County no later than 25 working days after the Consultant receives the County comments on the draft.

Subtask 330 Deliverables:

1. Draft and final technical memorandum presenting Reclaimed Water Treatment and Distribution Alternatives.

Subtask-340 – Effect of Reclaimed Water on Planned Conveyance and Treatment Plant Upgrades

The Consultant will analyze the effect that new treatment capacity for producing reclaimed water may have on planned upgrades to the regional conveyance system and regional treatment plants to provide added capacity over time. Each of the alternative configurations identified in Subtask 330 shall be analyzed. Specific attention should be given to alternative configurations that include decentralized satellite treatment and/or polishing treatment plants. The analysis must include estimates of regional conveyance or treatment plant net capital cost decreases or increases that could accrue as a result of investing in reclaimed water treatment and distribution facilities based on County prepared estimates of the capital and annual operations and maintenance costs of all piping, conveyance, pumping, transmission, and distribution infrastructure, and storage facilities, consistent with County information, cost planning, and cost models, and Consultant prepared estimates of the capital and annual operations and maintenance costs for treatment upgrades and systems consistent with County provided information, cost planning, and cost models. The analysis will be documented in draft and final technical memorandum. Final technical memorandum will be submitted to the County no later than 25 working days after the Consultant receives the County comments on the draft.

Subtask 340 Deliverables:

1. Draft and final technical memorandum presenting the effect that new treatment capacity for producing reclaimed water may have on planned upgrades to the regional conveyance system and regional treatment plants to provide added capacity over time.

Subtask 350 – Analysis of Reclaimed Water Treatment and Distribution Alternatives

The Consultant will analyze each alternative developed in Subtask 330 for the uses identified in each of the 3 to 5 option areas to estimate their impact on region-wide wastewater treatment and reclaimed water operations. The purpose of the analysis is to explain the relative physical and operational conditions under which any of the alternatives might be considered feasible (i.e. when would centralized treatment make sense; and, when would satellite treatment make sense?). The analysis must evaluate the configuration of reclaimed water alternatives developed in Subtask 330 to do the following:

- Ability to efficiently operate the regional wastewater treatment system over time (solids and flows)
- Ability to provide reliable volumes and a reliable quality of reclaimed water for permitted reclaimed water uses over time
- Provide flexibility for responding to additional reclaimed water demands that are currently unknown (more uses and greater volumes across the County) over time.
- Ability to produce and distribute reclaimed water for the lowest possible cost

The analysis will be documented in draft and final technical memorandum. Final technical memorandum will be submitted to the County no later than 25 working days after the Consultant receives the County comments on the draft.

Subtask 350 Deliverables:

1. Draft and final technical memorandum presenting the analysis of the reclaimed water alternatives impact on region-wide wastewater treatment and reclaimed water operations.

Alternative 360 – Energy and Greenhouse Gas Emission Impacts

The production of increased volumes of reclaimed water may require more energy consumption for the additional treatment processes necessary to meet reclaimed water standards. The Consultant will estimate the amount of energy that will be needed to produce projected volumes of reclaimed water within each of the 3 to 5 option areas, and the region as a whole. The Consultant will also estimate the amount of greenhouse gases that may be produced and emitted into the atmosphere as a result of energy needs for producing reclaimed water. The impacts analysis will be documented in draft and final technical memorandum. Final technical memorandum will be submitted to the County no later than 25 working days after the Consultant receives the County comments on the draft.

Subtask 360 Deliverables:

1. Draft and final technical memorandum presenting energy use and greenhouse gas emission estimates for reclaimed water alternative including calculations and assumptions made.

Subtask 370 – Identify Alternatives to Reclaimed Water

The Consultant will identify and describe alternative means of achieving similar benefits that may accrue from using reclaimed water within each of the 3 to 5 option areas, consistent with input from the County and stakeholders. Alternatives may include other sources of water, other management methods for satisfying identified uses within each of the 3 to 5 option areas, and/or achieving benefits that may accrue from the uses of reclaimed water (see subtask 410 for more information about identifying benefits from using reclaimed water). The Consultant shall not be responsible for quantifying the benefits of alternative means of achieving similar benefits within the 3 to 5 option areas. Alternatives to reclaimed water will be documented in draft and final technical memorandum. Final technical memorandum will be submitted to the County no later than 25 working days after the Consultant receives the County comments on the draft.

Subtask 370 Deliverables:

1. Draft and final technical memorandum presenting the alternative means of achieving similar benefits that may accrue from using reclaimed water within each of the 3 to 5 option areas.

Subtask 380 – System and Operational Analytical Services Meetings and Workshops

The Consultant will participate in meetings and workshops as necessary to complete Task 300 subtasks. Meetings will be between the County and the Consultant to discuss Task 300 subtasks. Up to three half-day workshops will include County staff, stakeholders, and Consultant staff. The purpose of workshops is to present and discuss various Task 300 analytical findings.

Subtask 380 Deliverables:

1. Meetings and/or telephone conferences with County staff during performance of this task. The purpose of each meeting is to discuss one or more Task 300 subtasks.
2. Up to three half-day workshops to present and discuss various Task 300 analytical findings.

Subtask 390 – Compilation of Reclaimed Water Alternative Analyses

The Consultant will produce a technical report that documents the Task 300 analyses and work products. The report shall present reclaimed water alternatives and compile technical analyses. A draft and final technical report will be submitted. The final technical report will be submitted to the County no later than 30 working days after the Consultant receives the County comments on the draft.

Subtask 390 Deliverables:

1. Draft technical report for all of Consultant Task 300 analyses and work products, including all documentation of assumptions, calculations, standards and data sources used.
2. Revised draft technical report that responds to all comments and edits provided by the County.
3. Final draft technical report to be incorporated into draft regional reclaimed water comprehensive plan.

Task 400 – Economic and Financial Services

Task 400 includes Consultant work related to economic and financial analyses that are necessary to complete a benefit/cost analysis of reclaimed water treatment system alternatives for each of the 3 to 5 option areas. The overall benefit/cost analysis will be managed by the County. The Consultant will be responsible for completing assigned subtasks as detailed herein, which will include both data generation and analyses.

Subtask 410 – Quantification of Market and Non-Market Benefits

The range of uses, or benefits, for reclaimed water to be covered in the draft reclaimed water comprehensive plan will likely include those for which the value of the benefit can be easily quantified (e.g. wholesaling reclaimed water to a water purveyor) as well as those that are not easily quantified (e.g. stream flow augmentation, wetlands enhancement, or groundwater recharge).

Based on input received from the County and stakeholders to identify potential uses of reclaimed water for different parts of the region, the Consultant shall identify and quantify the benefit of identified reclaimed water uses for each of the 3 to 5 option areas (described above). The range of benefits to be quantified will include those related to supplementing water supply as well as environmental benefits where there is no wholesale or retail market that would help to

establish a quantifiable value. Benefits will be estimated based on existing data for local effects, and on the transfer of benefit estimates from other areas when local estimates are not available. As appropriate, estimates may be derived from expert opinion. The quantification of benefits will be documented in draft and final technical memorandum. Final technical memorandum will be submitted to the County no later than 25 working days after the Consultant receives the County comments on the draft.

Subtask 410 Deliverables:

1. Draft and final technical memorandum that includes quantified value of reclaimed water benefits, and explains the bases for the quantified values of each identified benefit.

Subtask 420 – Cost Estimating

The County will be responsible for developing capital and annual operations and maintenance cost estimates for all reclaimed water piping, conveyance, pumping, transmission, and distribution infrastructure, and storage facilities identified to serve each of the 3 to 5 option areas to be analyzed consistent with County information, cost planning, and cost models. The Consultant will develop capital and annual operations and maintenance cost estimates for treatment upgrades and systems, ranging from centralized treatment plants to satellite treatment plants as described in Task 300, consistent with County provided information, cost planning, and cost models.

The Consultant shall be responsible for reviewing cost estimates prepared by the County for completeness and accuracy. Additionally, the Consultant shall be responsible for developing cost estimates for improvements and facilities necessary to utilize reclaimed water for such things as wetlands enhancement, ground water recharge, and stream flow augmentation as may be identified for the 3 to 5 option areas. These cost estimates will be based on existing local cost estimates and on the transfer and modification of cost estimates from other areas. The cost estimates will be documented in draft and final technical memorandum. Final technical memorandum will be submitted to the County no later than 25 working days after the Consultant receives the County comments on the draft.

Subtask 420 Deliverables:

1. Draft and final technical memorandum that summarizes capital and operating cost estimates for all reclaimed water treatment facilities, regional distribution lines (as may be necessary), local distribution lines, and other improvements that may be necessary for ground water recharge, wetlands enhancement, and stream flow augmentation uses.

Subtask 430- Benefit Cost Analysis

Based on the costs and benefits developed by the County and the Consultant (via subtasks 410 and 420), the Consultant will perform a benefit/cost analysis of the 3 to 5 reclaimed water option areas. The benefit/cost analysis shall be performed using the “Economic Framework for Evaluating Benefits and Costs of Water Reuse” developed by the Water Reuse Foundation². The County has a copy of the Framework and will make it available to the Consultant for their use. The cost and benefit estimates developed in Subtasks 410 and 420 will be appropriately modified and processed to be applied to the Framework. Where local information is not available for aspects of the Framework, estimates will be made based on existing data from other locations, relevant literature, expert opinions, and qualitative characterizations. Consultant conducting the cost/benefit analysis will not design new models or software but, rather, will

² http://www.watereuse.org/Foundation/documents/wrf_03-006-02_Proj_Prof.pdf

utilize the existing Framework. The analysis will be documented in draft and final technical memorandum. Final technical memorandum will be submitted to the County no later than 25 working days after the Consultant receives the County comments on the draft.

Subtask 430 Deliverables:

1. Draft and final technical memorandum detailing the results of the benefit/cost analysis that utilizes the “*Economic Framework for Evaluating Benefits and Costs of Water Reuse*” developed by the Water Reuse Foundation.

Subtask 440 – Cost Recovery

The Consultant shall identify revenue sources in addition to King County wastewater revenues to cover the capital and operating costs for alternative reclaimed water configurations developed in Subtask 330 to serve each of 3 to 5 option areas; and estimate the amount of revenues available from each revenue source. The identification of revenue sources shall be based on consultation with water purveyors in King County about their revenue streams and rates for water consumption, as well as a review of other non wastewater or water-related revenue streams that may be in place in other western states that are producing and using reclaimed water. The County will be responsible for performing cost recovery analyses related to the wastewater rate. The identification of revenue sources will be documented in draft and final technical memorandum. Final technical memorandum will be submitted to the County no later than 25 working days after the Consultant receives the County comments on the draft.

Subtask 440 Deliverables:

1. Draft and final technical memorandum that lists potential revenue sources for each of the 3 to 5 option areas, the basis for selecting each revenue source (currently available in King County or a potential new source based on another jurisdiction’s practice), and the impact of recovering reclaimed water costs on the rate for each revenue source identified by the Consultant in Subtask 430.
2. Consultation notes from meetings with water purveyors.
3. Technical memorandum documenting the results of interviews with water purveyors and research results regarding non-wastewater revenue streams in place elsewhere for funding reclaimed water programs.

Subtask 450 – Economic and Financial Services Meetings and Workshops

The Consultant will participate in meetings and workshops as necessary to complete Task 400 subtasks. Meetings will be between the County and the Consultant to discuss Task 400 subtasks. Up to three half-day workshops will include County staff, stakeholders, and Consultant staff. The purpose of workshops is to present and discuss various Task 400 analytical findings.

Subtask 450 Deliverables:

1. Meetings and/or telephone conferences with County staff during performance of this task. The purpose of each meeting is to discuss one or more Task 400 subtasks.
2. Up to three half-day workshops to present and discuss various Task 300 analytical findings.

Task 500 – SEPA Services

Task 500 includes Consultant work related to SEPA review of the draft regional reclaimed water plan. The County will seek to integrate the SEPA process^[1] into its efforts to develop the draft regional reclaimed water comprehensive plan. The SEPA process will be managed by the

County. The Consultant will produce assigned portions of SEPA documents, perform assigned analytical tasks, and produce chapters of the non-project Draft EIS. The County will be responsible for all other chapters of the Draft EIS, document review for internal consistency, and for producing and distributing the complete non-project Draft EIS. All Consultant products will be submitted in draft form for review by the County. Upon receipt of comments from the County the Consultant will produce a final product that addresses these comments.

Subtask 510 – SEPA Threshold Determination Documentation

The Consultant will prepare environmental analyses documentation to support the SEPA Threshold Determination. This will be done using Part II – Impact Analysis and Alternatives of the SEPA Non-Project Review Form or Part B. Environmental Elements of the “standard” SEPA Checklist and a Scoping Report. Draft and final environmental analyses documentation will be prepared. Final technical memorandum will be submitted to the County no later than 25 working days after the Consultant receives the County comments on the draft.

Subtask 510 Deliverables:

1. Draft and Final text for Part II – Impact Analysis and Alternatives of the SEPA Non-Project Review Form or Part B. Environmental Elements of the “standard” SEPA Checklist
2. Draft and Final SEPA Scoping Report

Subtask 520 – Draft SEPA/EIS Chapters

The Consultant will conduct environmental analyses related to the 3 to 5 option areas (described above). The analyses will address environmental elements, as defined by SEPA and determined to require detailed analysis through the SEPA Non-Project Review Form or “standard” SEPA Checklist and Draft EIS Scoping processes or as otherwise determined necessary by the County. Those environmental elements that are expected to be most applicable to the regional reclaimed water comprehensive plan include air (greenhouse gas), ground and surface water, plants and animals, environmental health, energy, and public services and utilities. Draft EIS chapters will represent a compilation of existing technical reports and memorandums. The Consultant shall provide an outline of Draft SEPA EIS chapters to the County Project Representative for approval prior to preparing EIS chapters.

Preparation of the chapters will include production of electronic draft documents for County review and comment. The Consultant will prepare final chapters for the Draft EIS based on edits and comments provided by the County. Based on the current project schedule, final draft chapters will need to be completed by May 1, 2010 in order to give the County time to compile the complete Draft EIS by June 30, 2010. Draft and final EIS chapters will be prepared. Final EIS chapters will be submitted to the County no later than 25 working days after the Consultant receives the County comments on the draft.

Subtask 520 Deliverables:

1. Draft and Final EIS chapters for the County to incorporate into the Draft EIS.

Subtask 530 – SEPA Meetings and Workshops

The Consultant will participate in meetings and workshops as necessary to complete Task 500 subtasks. Meetings will be between the County and the Consultant to discuss Task 500 subtasks. Workshops will include County staff, stakeholders, and Consultant staff. The purpose of workshops is to present and discuss various Task 500 analytical findings.

Subtask 530 Deliverables:

1. Meetings and/or telephone conferences with County staff during performance of this task.
The purpose of each meeting is to discuss one or more Task 500 subtasks.
2. Up to three half-day workshops to present and discuss various Task 500 analytical findings.

Task 600 – Quality Assurance/Quality Control

The Consultant will perform quality assurance and quality control review of all draft and final technical work products before they are submitted to the County. The Consultant shall develop a process and propose a single senior team member, other than the Consultant Project Manager, to act as the Consultant's quality assurance/quality control officer. The County shall have the right to accept or deny the proposed quality assurance quality control officer.

All Consultant technical work products shall be accompanied by a letter signed by the quality assurance/quality control officer that certifies that all information, data, and formulas included in submitted work products have been checked for accuracy; and, that any summary information, data, and formulas included in reports or technical memos has been checked for consistency and accuracy with supporting documentation. The quality assurance/quality control officer is only responsible for certifications with regard to technical work products, and is not expected to review or provide certifications related to correspondence, meeting agendas, meeting minutes, notes, and other such nontechnical products associated with the project.

Task 700 – Meeting and Briefing Participation

The Consultant will participate in team meetings and, briefings with County staff and decision makers throughout the projected 24-month duration of the project. In addition to meetings listed previously in the Scope of work for specific tasks, there will be project team meetings held monthly or every other month as needed, and up to 4 briefings for decision makers will be provided.

Task 800 – Unplanned, Urgent and/or Critical Work

This task is to provide other Consultant services, which are unplanned, urgent and/or critical to maintaining the project schedule and progress of the work. For Phase 1, the Consultant will plan for the following to address this work area – 40 hours of Project Management services, 100 hours of System and Operational Analytical Services, and 50 hours of Economic and Financial services. The Consultant will provide services as requested and directed by the County Project Representative.

Any work under this task requires specific **prior** written authorization from the County Project Representative. Written authorization may be granted only after the Consultant submits both a written scope and costs for the additional work, which is reviewed and specifically negotiated by the County Project Representative.